



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARP

15 JUL 1996

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO,
THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF
COLUMBIA

SUBJECT: (All States Log Letter P96-0076) Army National Guard (ARNG) Human
Immunodeficiency Virus (HIV) Surveillance Testing Program

1. References:

- a. AR 40-501
- b. AR 350-9
- c. AR 600-8-101
- d. AR 600-110
- e. NGR 635-40

2. The purpose of this memorandum is to provide policy guidance regarding the current ARNG
HIV Surveillance Testing Program.

a. Effective 10 Aug 95, the requirement for HIV surveillance testing was changed from
biennial to every five years. The HIV surveillance testing will be conducted in conjunction with
the periodic physical examination.

b. The state reports for monthly draw schedules and semi-annual testing status are no longer
required by NGB.

c. Under the current contract, States are no longer limited to 20 HIV surveillance tests a
month. The Health System Specialist (HSS) may request as many blood sample draw kits as
necessary to meet the State's requirement. HIV blood sample draw kits may be requested
through Corning Lab, 1-800-551-6448 allowing 2-3 weeks to process the order.

d. The following are exceptions to the 5 year cycle. A negative HIV test is required

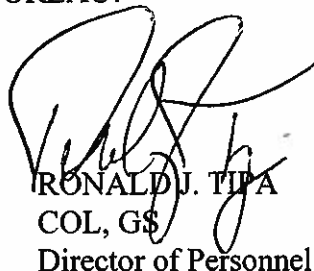
- (1) Within six (6) months of reporting to
 - (a) AGR - Overseas Deployment for Training (ODT) greater than 180 days
 - (b) M-Day - Active Duty (AD)/ODT greater than 30 days.
- (2) Within twenty-four (24) months of reporting to

NGB-ARP

SUBJECT: All States Log (P96- 0076) Army National Guard (ARNG) Human Immunodeficiency (HIV) Testing Program

- (a) AGR: ODT less than 180 days
 - (b) M-Day: AD/ODT less than 30 days
 - e. Under no circumstances will HIV positive soldiers be deployed.
 - f. All HIV blood draws may be accomplished at one of the following location/sites:
 - (1) National Guard Physical Examination
 - (2) MEPS (only if applicable by AR 600-110 & MEPCOM 40-5)
 - (3) Active Army Component Medical Treatment Facilities
 - (4) Other DOD Treatment Facilities
 - (5) USAR Physical Exam Sites
 - (6) DODMERB
 - (7) Local unit draw
 - g. Only HIV surveillance testing by the approved national contractor is acceptable.
 - h. Two separate blood samples reported as positive on an individual soldier are required before any personnel action can be taken. The HIV positive soldier will be counseled by his/her commander and a Medical Corps Officer IAW AR 600-110, Chapter 2, Section V and Chapter 5. At own expense, M-Day soldiers have 120 days from date of notification in which to prove fitness for duty. ARNG soldiers found unfit for duty will be separated under the provisions of NGR 40-501, and NGR 600-200. Soldiers found fit for duty will be allowed to serve in the Selected Reserve in a non-deployable billet, if available. AGR soldiers will be placed under long term medical monitoring with complete restaging annually. AGR soldiers will be referred to the Physical Disability System. This policy expires one year from the above date.
3. The ARNG Surgeon's office points of contact are LTC Ward at DSN 327-9535, commercial 703-607-9536, or CPT Hutchins at DSN 327-7147, commercial 703-607-7147.

FOR THE CHIEF, NATIONAL GUARD BUREAU:


RONALD J. TIPTON
COL, GS
Director of Personnel

15 April 1996
NGB-ARP-H PERSONNEL ROSTER

National Guard Bureau
ATTN: NGB-ARP-H
111 S. George Mason Dr.
Arlington, VA 22204-1382
FAX: 703-607-7187/83
DSN Prefix: 327-xxxx

| <u>OFFICE#</u> | <u>NAME</u> |
|----------------|---|
| 607-7141 | COL Roland J. Weisser Chief Surgeon, ARNG |
| 607-7144 | COL James E. Canter Chief, Medical Standards Br |
| 607-7143 | COL Stephen W. Lloyd Chief Nurse, ARNG |
| 607-7142 | LTC Paul C. Redd Chief, Medical Operations Br |
| 607-9536 | LTC William A. Ward Prog Mgr, ARNG, Health Prom & Wellness Prg |
| 607-7149 | MAJ Todd Furse Medical Operations Off |
| 607-7146 | MAJ Daniel Bradford Medical Logistics Officer |
| 607-9532 | MAJ A. de Jesus-Ortiz Patient Admin Officer |
| 607-7147 | CPT Sheyla Hutchins Military Personnel Off |
| 607-9534 | CPT Lorena Darnell Military PA Specialist |
| 607-7148 | MAJ Jeffrey G. Phillips Medical Services Officer |
| 607-9531 | MSG Barbara Shipman NCOIC for NGB-ARP-HS |
| 607-9537 | CW2 Godfry Williams PA/Admin Officer |
| 607-7145 | MSG James Lansing Senior Enlisted Advisor |
| 607-9535 | SSG Sandra Jefferson Admin |
| 607-7140 | Anna Wakeley Secretary |

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To: All State P.O.C's

From: Becky Drake , Corning Labs

Subject: Supplies

Only the State P.O.C. may order supplies , which will be shipped to State H.Q. only.

To order , please call us at 1-800-551-6448 and allow 5-10 working days for delivery , as supplies are shipped via U.P.S ground. We cannot ship supplies overnight.

Also , please notify us of any change in P.O.C. names, numbers, etc, as they change.

Thanks for your cooperation.

HIV TRANSMITTAL / SPECIMEN PREPARATION & SHIPMENT

Transmittal Form Site Data:

1. Stamp of print State HQ Name/Address in box at top left corner labeled "SUBMITTING UNIT." (All four copies.
2. List DRAW SITE LOCATION if different from State HQ location.
3. Fill in printed POC name, date collected, date shipped, and TOTAL number of specimens being shipped (not total of single transmittal).
4. Pages (transmittals) should be numbered (i.e., "1 of 2", "2 of 2", etc.) in the space designated for this purpose.
5. Upon completion of the draw, government representative (POC, or alternate designated by POC) MUST verify contents of each shipping box and sign transmittal forms.
6. **DO NOT** write or mark in LAB # or RESULT columns, area marked "LAB USE ONLY," lines marked DATE, CERTIFYING TECH, B#, or any shaded area.

Specimen Number Assignment & Transmittal Completion:

1. Pre-printed labels have rows of six (6) identical labels, and are printed in sequential order. The last digit (after the hyphen) is an internal check digit and should be disregarded as to sequence. Labels should be used in ascending sequential order. Use each "set" of 6 identical labels as follows:
 - A. Clearly **PRINT** the following information on 6 white labels with the same pre-printed ID number:
 - i. Line 1: This will be the pre-printed ID number.
 - ii. Line 2: Enter **ONLY** the first 7 letters of the soldier's last name, a comma (","), and the first letter of the soldier's first name.
 - iii. Line 3: Enter the 9-digit social security number (without dashed). **PLEASE MAKE SURE YOU HAVE 9 DIGITS.**
2. The labels are to be applied to the following (please discard the fourth - 4th gold copy of the transmittal form.)
 - A. Transmittal Form (Original)
 - B. Transmittal Form (2 Copies)
 - C. SF 600 Form (Government Supplied) if Required
 - D. 7cc SST (Serum Separation Tube)
 - E. 5cc Transfer Tube
3. Apply the Labels:
 - A. Apply the first white label on the original of the Transmittal Form.

- B. Apply the second and third white label on both copies of the Transmittal Form ensuring the labels are in the exact position on all pages.
- C. Apply the fourth label on the Standard Form 600 (if military requires).
- D. Apply fifth (5th) label on transfer tube **HORIZONTALLY**.

Register each successive label in the same manner; keep labels sequential and in ascending order.

NOTE: The last digit of the specimen ID is a computer check digit. The numbers to be kept in ascending order are the digits before the hyphen.

Blood Draw Procedures:

1. Drawing the Blood:

- A. Apply remaining label onto the 7cc Serum Separation Tube.
- B. Collect the blood sample, filling the tube completely.
- C. Gently invert the tube 5 times to mix the additive activator with the blood.
- D. Place labeled Serum Separation Tube into the transfer tube with matching label.
- E. Set in rack to clot.
- F. Stamp the SF600 Form with the Date Stamp and the "HIV-1 Antibody Tested" stamp. The soldier must return the stamped Form to the appropriate Army official.
- G. Allow the Serum Separation Tube to clot for 30 minutes. **DO NOT LET IT SIT FOR MORE THAN 3 HOURS.**
- H. Separate the serum from the red cells by spinning the 7cc tube with the clotted sample in a centrifuge at 1100 RCF for a minimum of 10 minutes.
- I. After centrifugation and proper serum separation, pour the serum into the 5cc transfer tube with matching ID number.
- J. Push the cap securely into the 5cc tube to prevent leakage.

2. Complete the Transmittal:

- A. Complete **BEFORE** packaging samples.
- B. Record **TOTAL** number of specimens being shipped.
- C. Record the date you ship specimens to Corning (top middle section).
- D. The National Guard POC must sign the space marked "Government Rep."

Packaging/Shipping Procedures:

1. Packaging the Samples:

Packaging blood specimens correctly helps expedite the testing of each specimen once it is received by the lab. It also aids in maintaining the integrity of the specimens collected. Follow these steps:

- A. Put the Transmittal Forms in order according to the sequence and page numbers. *Verify that the first label on your first transmittal form and the sample you are placing in the first space in Box 1 have identical information.*
- B. Put the cardboard divider into the sample box.
- C. Put transfer tubes in the sample box in the same order as they appear on the Transmittal Form. Turn the box lengthwise so there are 12 spaces for transfer tubes going across (horizontally) and 8 spaces going down (vertically).
- D. Place the first transfer tube in the *upper left hand corner*.
- E. Continue placing transfer tubes working across (horizontally), not down (vertically).
- F. Once sample box is full, close, tape securely, and place in the ZipLock bag.
- G. Seal the ZipLock bag by pressing the seams together.
- H. Place ZipLock bags and original and yellow copies of Transmittal Forms in Airborne package.
- I. Send pink copy to your state POC.

2. Shipping the Samples:

- A. Apply the Airborne Express airbill on top of the shipping package.
- B. Complete the Airborne Express airbill by filling in the date, your name, address, and phone number in the Sender's block. Also, mark the number of pieces and approximate weight. (Corning's address and billing information is pre-printed on the airbill.) Be sure the block marked "Bill Receiver" is checked.
- C. Keep the sender's copy of the airbill for your records and place the completed Air Waybill inside the pouch. Seal the pouch.
- D. If more than one shipping package is used you must label each with Corning's address. Tape together securely using filament tape. Use only **ONE** airbill.
- E. Dispose of waste properly according to local and federal laws. This includes needles, SSTs with clots, etc. **DO NOT SEND WASTE TO CORNING.**

On a very informal note,

We are requesting your assistance in acquiring the mailing addresses and telephone numbers for the (Chief) Brigade Surgeons for enhanced brigades, Commanders of area support medical battalions, and medical evacuation companies within your state. We have received some information verbally. Please send us any information pertaining to the above in writing via Fax. Fax (703)607-7183/7187, DSN 327-7183/7187.

I have spoken with almost all the Health System Specialist, for those that I was not able to contact , please call CPT Hutchins, NLT 17 July 1996.

Contact SSG Jefferson upon receipt of this fax. The telephone number Comm (703) 607-9535 or DSN 327-9535.



CPT S. Hutchins